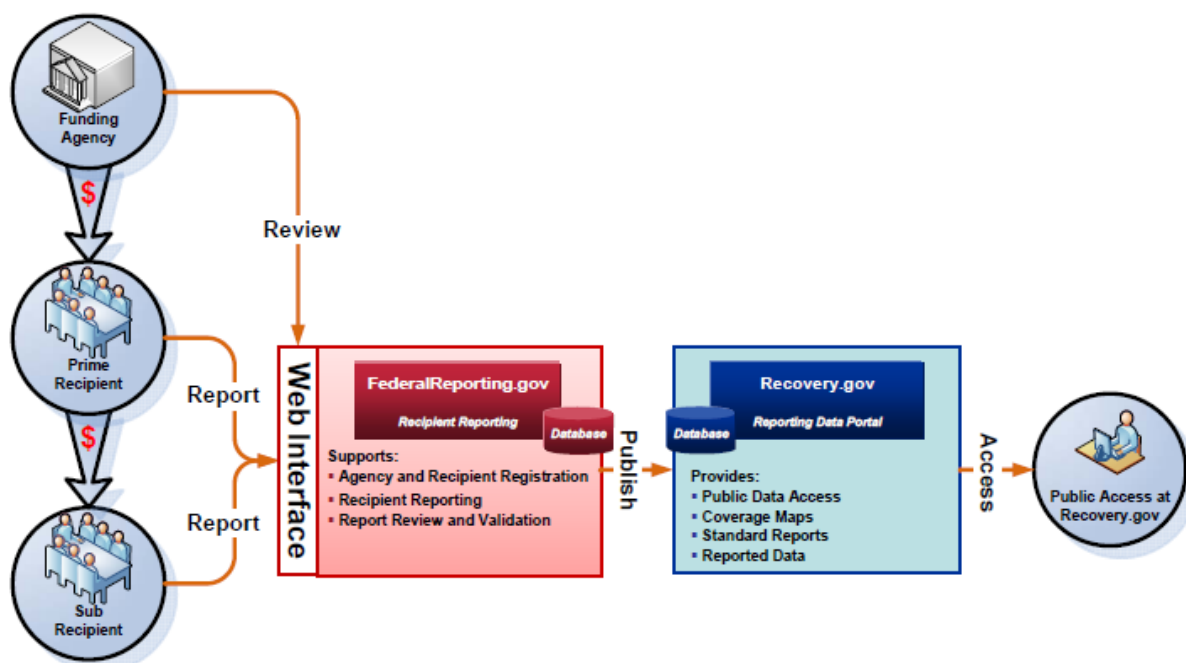

Recovery.gov: Download Center User Guide

Document Change History

Version	Comment	Date
1.0.0.	Initial Release	10/30/2009

Overview

The Data Download Center provides access to the Recipient reported data for Contract, Loan and Grant Awards made with American Recovery and Reinvestment Act of 2009 (ARRA) funds. Recipients of such awards are required to provide quarterly reports on FederalReporting.gov. The data is subsequently published on Recovery.gov.



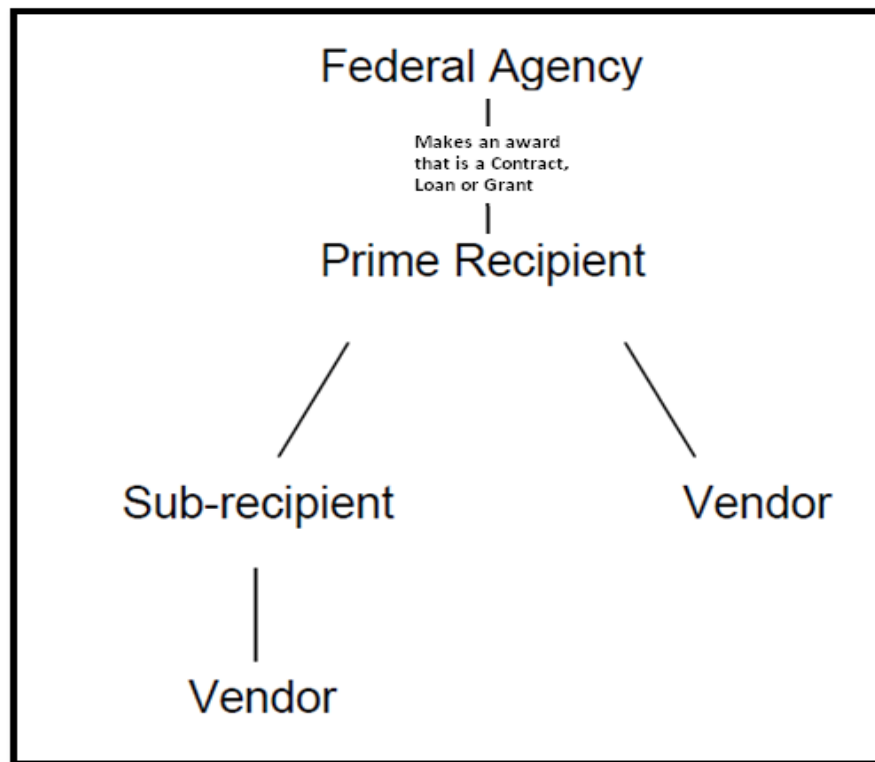
The Recovery.gov download center provides access to files with the recipient submitted reports in multiple file formats for convenient processing and consumption.

Understanding the Data

Recovery.gov publishes the quarterly reports submitted by recipients about their spending and the status of their projects – including the number of jobs created and/or saved. It is important for users looking to download and process Recipient reported data to be familiar with the data dictionary located at <https://www.federalreporting.gov/federalreporting/downloads.do#rrdm> as well as the supporting reference tables <https://www.federalreporting.gov/federalreporting/downloads.do#rdaal>.

Recovery.gov's download center provides detailed information on ARRA funded awards made by a Federal Agency in the form of a Grant, Loan or Contract. The organization that receives such an award from the Agency is called a Prime Recipient. The Prime Recipient may have other organizations involved in executing the objectives associated with the award. Such organizations are called either Sub-recipients or Vendors depending on the nature of the award and the type of activities being executed. The diagram presented below provides a high-level

view of the relationship among the various entities. The files available in the download center provide information on all three levels of recipients: Prime recipients, Sub-recipients and Vendors (where applicable).



The Recovery.gov glossary (<http://www.recovery.gov/FAQ/glossary/Pages/glossaryHome.aspx>) provides additional information on some of the more commonly used terms related to recovery spending.

About the Download Center

The download center provides easy access to multiple reports for all ARRA funded Contracts, Loans and Grants that have been reported by Recipients. The available report types are:

1. *National Summaries:* These are final award reports for recipient reported contracts, loans and grants awards. These files are available in three formats – Excel, XML and CSV.
2. *State Summaries:* These are final award reports by prime recipient reported place of performance state. These files are available in three formats – Excel, XML and CSV.
3. *National Late Reported:* These are final award reports for both prime and sub-recipients that were filed after the reporting deadline of 10/10/2009. In certain cases, a previously submitted report maybe marked late if a business key field was changed after the initial submission date. These files are available in three formats – Excel, XML and CSV.

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4. *National Change History*: These are complete extracts of recipient award records that have the change history since the initial submission date. These are large files primarily available in XML and CSV format.

The download center files have the following characteristics:

- single set of zipped Excel files for each Award Type e.g. Contracts, Loans and Grants.
- multiple file formats including CSV, XML and Excel. In the event that a single Excel file is unable to accommodate all of the records, the records are divided into multiple Excel files (if applicable for that Report Type).
- each file download contains the data for Prime-recipients, Sub-recipients and Vendors (where applicable).

Common Usage Scenario: How To Link Prime-recipients and Sub-recipients

To help link Prime recipients and their sub-recipients, the suggested business key is composed of Financial Year, Financial Quarter, Award Type, Prime DUNS, Award Number and Order Number. To help simplify this process, a convenience key has been added called “award_key” that helps link together the various Prime-recipient, Sub-recipients and Vendors for a given award. The “recipient_type” field helps identify whether the record belongs to a prime (P) or sub-recipient (S) or a vendor (V).

Common Usage Scenario: How To Trace the Report Change History

Recipients are allowed to modify their submitted award reports during the reporting cycle. Each modification to a report is captured in the system through an audit trail mechanism that results in a new report version being created. The complete change history of recipient reported data is available for download.

To help the user access this information, they must use the “version_flag” and the timestamp value. The values of the “version_flag” are Final (F) and Historical (H). The timestamp field helps in identifying the sequence of updates.

The data dictionary describes the fields that are column headings in the download center files. There may be minor variations in field names in this document versus the actual files.

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
award_key		A derived field that uniquely identifies an Award. This field is derived using a distinct combination of the following component fields: Award_type, Prime_DUNS, Award_id and Order_number	P, S
version_flag		This field was to identify the last record for each versioned_id/non-versioned_id combination to facilitate determining the last record. F-indicates current record. H – indicates historic.	P, S, V
recipient_type		An indicator for the type of recipient - P-prime recipient, S-sub-recipient, and PV-Vendor to Prime recipient or SV-Vendor to Sub-recipient	P, S, V
status		An alpha-character to indicate the status of the entry – D- Draft, I-Initial submission, X-Deleted. D and I indicate the status of the report submission in question. After the initial submission state, the future states are interpreted by the application using time stamps. X stands for a logical deletion of the record, the record itself is never deleted.	P, S, V
active_flag		This is an indicator for A/I – ‘A’ would indicate this is an active record. ‘I’ would indicate this is an inactive flag.	P, S
agency_reviewed_flag		This is an indicator for Y/N – yes would indicate the agency review has been done in the 22-29 day phase. This flag is used in combination with the correction flag	P, S
prime_reviewed_flag		This is an indicator for Y/N – yes would indicate the prime recipient review has been done in the 11-21 day phase. This flag is used in combination with the correction flag	P, S
correction_flag		This is an indicator for Y/N – yes would indicate that a correction was initiated. The correction could be by agency or by prime recipient depending on the phase of the reporting process.	P, S

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
funding_agency_cd	Funding Agency Code	A numeric code of Federal Agency that is responsible for funding/distributing the ARRA funds to recipients.	P, S
funding_agency_name	Funding Agency Name	The Federal Agency name corresponding to the Federal Agency Code used.	P, S
awarding_agency_cd	Awarding Agency Code	Numeric code of the agency that awarded and is administering the award on behalf of the funding agency.	P, S
awarding_agency_name	Awarding Agency Name	The Federal Agency Name corresponding to the Awarding agency code used.	P, S
funding_tas	Program Source (TAS)	The Agency Treasury Account Symbol (TAS) that identifies the funding Program Source. The Program Source is based out of the OMB TAS list.	P, S
tas_sub_account		The TAS subaccount code related to the agency. This is an optional field.	P, S
fiscal_year		The fiscal year of the report.	P, S, V
fiscal_qtr		The fiscal quarter of the report.	P, S, V
recipient_duns_number	Prime recipient: Recipient DUNS Number Sub-recipient: Sub recipient DUNS Number Vendor: Vendor DUNS number	The recipient DUNS number	P,S,V
recipient_name	Prime recipient: Recipient Legal Name Sub-recipient: Sub recipient Legal Name Vendor: Vendor name	The name of the recipient as listed in CCR.	P,S,V
recipient_address	Prime recipient: Recipient address Sub-recipient: Sub recipient address	Address location for the recipient. Comma delimited up to 3	P,S

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
recipient_city	Prime recipient: Recipient city Sub-recipient: Sub recipient city	City of the recipient.	P,S
recipient_zip_code	Prime recipient: Recipient zip code Sub-recipient: Sub recipient zip code Vendor: Vendor HQ zip code	Zip code of the recipient location.	P,S,V
recipient_state	Prime recipient: Recipient state code Sub-recipient: Sub recipient state code	The 2 character state code of the recipient.	P,S
recipient_country	Prime recipient: Recipient country code Sub-recipient: Sub recipient country code	Recipient country code.	P,S
award_id	Award Number Vendor: Award Number – Prime Recipient Vendor	The identifying number assigned by the awarding Federal Agency such as the federal grant number, federal contract number of the federal loan number. Grants and Loans Only: Identifying Number Assigned by the Prime recipient	P, S, V
order_number	Order Number	This is an identifying number assigned to the contract.	P
sub_award_number	Sub recipient: Subaward Number Vendor: Subaward Number – Sub-recipient Vendor	Sub-award Number or Other Identifying Number Assigned by the Recipient Entity. Grants and Loans Only: Award Number or other identifying number assigned by the sub-recipient.	S, V

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
cfda_number	CFDA Number	The Catalog of Federal Domestic Number is the number associated with the published description of Federal Assistance program in the CFDA. Applies only to Grants and Loans	P
recipient_cong_dist	Prime recipient: Recipient Congressional District Sub recipient: Sub recipient Congressional District	A numeric designation providing the recipient's congressional district.	P,S
recipient_account_number	Recipient Account Number	Recipient's internal account number for the award. The account number of any other identifying number assigned by the recipient to the award. This number is strictly for the use of the recipient and is not required by the awarding Federal agency.	P
final_report		This is an indicator for Y/N – An indicator to show the status as final report. Y indicates that this is the final report and there will be no further quarterly reports.	P, S
input_type		Provides information on the method of submission – W-Web form, E-Excel, X-XML, B3-Batch Excel 2003, E3-Excel 2003.	P,S
input_version		Provides information related to the version of the input type.	P,S
award_type	Award Type	A designation that indicates C-Contracts, G-Grants, L-Loans	P
award_date	Prime recipient: Award Date Sub recipient: Sub award Date	The date when the award is signed.	P, S
award_description	Award Description Vendor: Product or Service Description	For Contracts – The description of the overall purpose and expected outcomes, or results of the contract funded by the Recovery Act including significant deliverables and associated unites of measure if applicable. For Grants and Loans – Award title and description with purpose of each funding action if any. The description should capture the overall purpose of the award. For example, “community development,” “comprehensive community mental health services to adults with a serious mental illness,” etc.	P, S,V

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
award_amount	Prime recipient: Amount of Award Sub recipient: Amount of Sub award Vendor: Payment Amount	For Grants: The total amount of Federal dollars on the award. For Loans: The total amount of the loan obligated by the Federal Agency. This is the face value of the loan. For Federally Awarded Contracts: The total amount obligated by the Federal Agency.	P, S,V
project_name	Project Name or Project/Program Title	The brief descriptive title of the project or activity funded in whole or in part with Recovery Act funds. Applies only to Grants and Loans	P, S
project_description	Quarterly Activities/Project Description	For Grants and Loans A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Subaward(s), including significant deliverables and, if appropriate, units of measure. For an award that funds multiple projects such as a formula block grant, the purpose and outcomes or results may be stated in broad terms. For Federally Awarded Contracts A description of all significant services performed/supplies delivered, including construction, for which the prime contractor invoiced in this calendar quarter.	P, S
project_status	Project Status	Evaluation of the completion status of the project, activity or contract. 1 – not started, 2 – less than 50% completed, 3 – completed 50% or more, 4 – Fully completed.	P, S
job_creation	Description of Jobs Created	A narrative description of the employment impact of the recovery act funded work.	P
number_of_jobs	Number of Jobs	Jobs created and retained.	P

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
total_fed_arra_received	Prime recipient: Total Federal Amount ARRA Funds Received/Invoiced Sub-recipient: Total Subaward Funds Disbursed	For Grants and Loans: The amount of Recovery Act funds received through draw-down, reimbursement or invoice. For Federally Awarded Contracts: The amount of Recovery Act funds invoiced by the federal contractor (cumulative).	P,S
total_fed_arra_exp	Total Federal Amount of ARRA Expenditure	Grants and loans only. Amount of recovery funds received that were expended to projects or activities ("Federal Share of Expenditures"). The cumulative total for the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to subcontractors and Subawardees. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subcontractors, Subawardees, and other payees; and (3) programs for which no current services or performance are required. Program income expended not included.	P
total_infrastructure_exp	Total Federal ARRA Infrastructure Expenditure	Grants and loans only Total Federal ARRA infrastructure expenditure.	P

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
infrastructure_rationale	Infrastructure Purpose and Rationale	<p>Grants and loans only Purpose and rationale of funds received for infrastructure investment with funds made available under the Recovery Act. Identify the purpose and explain how the infrastructure investment will contribute to one or more purposes of the Recovery Act:</p> <p>Purposes:</p> <p>(1) To preserve and create jobs and promote economic recovery.</p> <p>(2) To assist those most impacted by the recession.</p> <p>(3) To provide investments needed to increase economic efficiency by spurring technological advances in science and health.</p> <p>(4) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.</p> <p>(5) To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.</p>	P
pop_st_address	<p>Prime recipient: Primary Place of Performance – Street Address</p> <p>Sub-recipient: Sub recipient Primary Place of Performance – Street Address</p>	Recipient primary place of performance – physical location of primary place of performance, comma-delimited address	P,S
pop_state_cd	<p>Prime recipient: Primary Place of Performance – State</p> <p>Sub-recipient: Sub recipient Place of Performance – State</p>	Recipient primary place of performance – physical location of primary place of performance – 2 character state code	P,S
pop_country_cd	<p>Prime recipient: Primary Place of Performance – Country</p> <p>Sub-recipient: Sub recipient Place of Performance – Country</p>	Recipient primary place of performance – physical location of primary place of performance – country of performance	P,S

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
pop_city	Prime recipient: Primary Place of Performance – City Sub-recipient: Sub recipient Place of Performance – City	Recipient primary place of performance – physical location of primary place of performance – city name	P,S
pop_postal_cd	Prime recipient: Primary Place of Performance – Zip code + 4 Sub-recipient: Sub recipient Place of Performance – Zip code + 4	Recipient primary place of performance – physical location of primary place of performance – 5 or 9 digit postal zip code	P,S
pop_cong_dist	Prime recipient: Primary Place of Performance – Congressional District Sub-recipient: Sub recipient Place of Performance – Congressional District	Recipient primary place of performance – physical location of primary place of performance – congressional district number	P,S
recipient_highcomp_rpt_app_flag	Prime recipient: Prime Recipient indication of reporting applicability Sub recipient: Sub Recipient indication of reporting applicability	Y/N indicator for required reporting.	P,S
recipient_officer_name	Prime recipient: Prime Recipient Highly Compensated Name (5) Sub recipient: Sub Recipient Highly Compensated Name (5)	Names of each of the five most highly compensated offices of the recipient for the calendar year in which the award is awarded based on parameters available on federalreporting.gov; comma-delimited list of officer names	P,S
recipient_officer_totalcomp	Prime recipient: Prime Recipient Highly Compensated Compensation (5) (Conditional) Sub recipient: Sub Recipient Highly Compensated Compensation (5) (Conditional)	Total compensation highly compensated individual; comma-delimited list of up to five reported total compensation	P,S
total_number_small_subaward	Total Number of Sub-awards less	Total number of sub-awards less than \$25,000/award	P

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
	than \$25,000/award		
total_amount_small_subaward	Total Number of Sub-awards less than \$25,000/award	Total amount of sub-awards less than \$25,000/award for the reporting quarter	P
total_number_small_subaward_indiv	Total Number of Sub-awards to Individuals	Total number of sub-awards to individuals	P
total_amount_small_subaward_indiv	Total Number of Sub-awards to Individuals	Total amount of sub-awards to individuals	P
total_number_small_subaward_vend	Total Number of Payments to vendors less than \$25,000/award	Total number of payments to vendors less than \$25,000/award.	P
total_amount_small_subaward_vend	Total Amount of payments to vendors less than \$25,000/award	Total amount of payments to vendors less than \$25,000/award for the reporting quarter.	P
govt_contract_office_cd	Government Contracting Office Code	The agency supplied code of the contracting office that executes the transaction	P
infrastructure_contact_name	Infrastructure Contact Name	Grants and loans only Name, phone number, address and email address of the appropriate contact.	P
infrastructure_contact_email	Infrastructure Contact Email	Grants and loans only Email of appropriate contact	P
infrastructure_contact_phone	Infrastructure Contact Phone	Grants and loans only Phone number of appropriate contact	P
infrastructure_contact_phone_ext	Infrastructure Contact Extn	Grants and loans only Phone number extension of appropriate contact	P
infrastructure_st_address	Infrastructure Contact Street Address	Grants and loans only Address of Infrastructure contact; comma delimited address	P
infrastructure_city	Infrastructure Contact City	Grants and loans only City of Infrastructure contact	P
infrastructure_state_cd	Infrastructure Contact State	Grants and loans only State code of Infrastructure contact	P
infrastructure_postal_cd	Infrastructure State/Local Contact Zip Code + 4	Grants and loans only Postal/zipcode of Infrastructure contact	P
activity_code	Activity Code (NAICS or NTEE-NPC)	For Federally Awarded Contracts: Enter the 6-digit North American Industry Classification System (NAICS) code found in the solicitation/contract.	P

Download Center Data Element	FederalReporting.gov Data Dictionary Field (where applicable)	Field Description	Applicable to Prime, Sub, or Vendor
		<p>For Grants and Loans: For awards primarily funding infrastructure projects, enter the North American Industry Classification System (NAICS) code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at http://www.census.gov/naics/.</p> <p>For all other awards, provide the National Center for Charitable Statistics "NTEE–NPC" code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC.</p> <p>This is a comma-delimited list of up to 10 Activity codes as reported by the recipient.</p>	
late_submission_flag		Y/N indicator for late submission	P, S
late_submission_justification		Justification for late submission	P, S
tmstp_last_updt		Date timestamp of last updated record	P, S, V
tmstp_created		Date timestamp of creation of record	P, S, V